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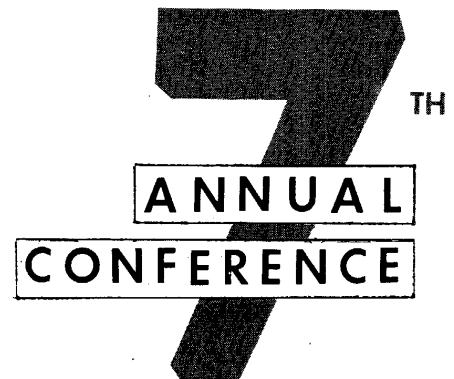
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Department of Housing and Urban Development  
General Services Administration  
Central Intelligence Agency  
Department of the Air Force  
Defense Intelligence Agency  
Government of the District of Columbia  
Department of the Treasury  
United States Information Agency  
Veterans Administration  
United States Information Agency  
Bureau of the Budget  
Veterans Administration  
Department of Transportation  
Selective Service System  
Department of the Interior  
Department of the Air Force  
Department of the Treasury  
Atomic Energy Commission  
Federal Home Loan Bank Board  
Department of Health, Education, and Welfare  
National Security Agency  
Office of Economic Opportunity  
Department of Transportation  
Department of the Navy  
National Science Foundation  
Bureau of the Budget  
Tennessee Valley Authority  
Selective Service System  
Office of Economic Opportunity  
Department of the Army  
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Small Business Administration  
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Department of Labor  
Federal Home Loan Bank Board  
Department of the Navy  
Department of Transportation  
National Security Agency  
United States Information Agency  
Department of Agriculture  
Government of the District of Columbia

## FEDERAL RECORDS MANAGEMENT OFFICERS



April 29 - May 1, 1968

THE TIDEWATER INN

Easton, Maryland

Sponsored by

National Archives and Records Service  
GENERAL SERVICES ADMINISTRATION



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FEDERAL RECORDS MANAGEMENT OFFICER'S CONFERENCE

MONDAY, APRIL 29

9:00 a.m.

SESSION 1 - MANAGING RECORDS WITH THE COMPUTER

The impact of the computer on records management concepts; emphasis on the handling, storage, and retrieval of documents and data.

10:45 a.m.

SESSION 2 - NUMBERING SYSTEMS

What the records manager should know about the "New Math." Includes descriptions of Base Conversions and illustrations of "computer" arithmetic.

1:15 a.m.

SESSION 3 - BASIC COMPUTER CONCEPTS

A records manager's overview of the primary elements of data processing as performed by the computer.

2:05 p.m.

SESSION 3 - (Continued)

3:00 p.m.

SESSION 4 - RECORDS AS INPUT/OUTPUT

Current methods for capturing, storing, retrieving, and displaying data.

4:15 p.m.

SESSION 5 - THE NARS INFORMATION RETRIEVAL WORKSHOP, A STATUS REPORT

TUESDAY, APRIL 30

9:00 a.m.

SESSION 6 - DOCUMENTING COMPUTER PROGRAMMING SYSTEMS

The languages of automation, their development and applications. Documentation needs for current and future use.

10:40 a.m.

SESSION 7 - DOCUMENTING COMPUTER OPERATING SYSTEMS

The purposes and functions of operating systems. Standardizing and maximizing record flow.

1:05 p.m.

SESSION 8 - COMMUNICATIONS - INFORMATION PROCESSING

Techniques for providing documentation and data when, where, and as needed.

3:00 p.m.

SESSION 9 - MANAGEMENT SCIENCES

The application of scientific methods to paperwork problems.

4:15 p.m.

SESSION 10 - PLANNING FOR 1969 WASHINGTON METROPOLITAN AREA CLEANOUT CAMPAIGN.

WEDNESDAY, MAY 1

9:00 a.m. SESSION 10 - (Continued)

10:30 a.m. SESSION 11 - THE NEW U.S. GOVERNMENT CORRESPONDENCE MANUAL

1:15 p.m. SESSION 12 - THE IMPACT OF AUTOMATION ON THE MANAGERIAL PROCESS  
How automation is changing the role of the manager. A look at the future of "paperwork."

3:30 p.m. CLOSING

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RESOURCE LEADERS

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